

TARGET GROUP

All Staff and Visitors

POLICY STATEMENT

ChemCentre is committed, through the CEO, Directors, Managers, and Supervisors, to provide a workplace that ensures the health and safety of all employees, contractors, and visitors. ChemCentre considers that controls can be instituted to prevent the potential for injuries and illness and is committed to achieving and maintaining the safest possible workplace utilising a 'no blame' approach. ChemCentre aims to:

- comply with the Occupational Safety and Health Act 1984, the Occupational Safety and Health Regulations 1996 and all other relevant legislation, applicable Codes of Practice, and Australian Standards;
- eliminate or minimise the risks to health and safety of all staff, contractors, and visitors;
- establish measurable objectives and targets to ensure continuous improvement focusing on achieving and maintaining an injury free workplace;
- embed safety into all work activities; and
- create and maintain an organisational culture which promotes safety and makes it everyone's responsibility to ensure that if work is unsafe they have the authority to STOP the job.

RESPONSIBILITIES

Management

Will provide and maintain as far as practicable:

- a safe working environment for the welfare of workers;
- adequate resources to aid staff in fulfilling their responsibilities. This includes provision of personal protective clothing and equipment at no cost to the employee;
- safe systems of work;
- plant and substances in safe condition;
- information, instruction, training, and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health;
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace; and
- a commitment to continually improve our performance through effective safety management.

Staff

Each employee, irrespective of their role, has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment through any act or omission at work;
- take reasonable care of the health and safety of themselves and others;
- wear personal protective equipment and clothing where necessary;
- comply with any direction given by management for health and safety;
- use their personal job skills and knowledge to improve safety;
- report all accidents and incidents on the job immediately, no matter how trivial;
- report all known or observed hazards to their supervisor or manager; and
- inform your Health Safety Representative (HSR) to raise to the OSH Committee or use the Continual Improvement Form (CIF) where items cannot be dealt with on the spot.

ChemCentre seeks the co-operation and engagement of all staff, contractors, and visitors. We encourage suggestions to accomplish our aims in health and safety. ChemCentre views continual improvements towards a safer working environment leading to an injury free workplace as the highest priority.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site. ChemCentre staff, when working off-site, are required to adhere to ChemCentre's policies and procedures. When work is undertaken at a workplace controlled by another organisation, staff shall also operate within their policy and procedures especially in the absence of no applicable standard being available under ChemCentre policy. This policy will be made available to all interested parties.

SUPPORTING INFORMATION

- [ChemCentre Occupational Safety and Health Management Manual](#)
- [OSH Roles and Responsibility Policy](#)
- [Consultation and Cooperation Policy](#)

REFERENCE LINKS

- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems
- AS/NZS ISO 31000:2009
- [Occupational Safety and Health \(WA\) Act 1984](#)
- [The WA Occupational Safety and Health \(OSH\) Regulations 1996](#)



A handwritten signature in black ink, appearing to read 'P. McCafferty'.

Peter McCafferty
Chief Executive Officer

February 2019



A handwritten signature in black ink, appearing to read 'L. Barbato'.

Lina Barbato
Director Business and Corporate Services

February 2019



A handwritten signature in black ink, appearing to read 'C. Priddis'.

Colin Priddis
Director Forensic Science

February 2019



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Nigel West
Director Scientific Services

February 2019